



UBI Number: _____

Information for New Registrants

The Unified Business Identifier (UBI) is a nine-digit number assigned to the owner of a business when the Master Application is received for the first time. The UBI is used by all participating agencies to identify the business, thus streamlining processing and communication. Since the UBI is affiliated with the business owner, it changes only when there is a change in ownership type or a significant change in the actual owners (e.g. more than half of the partners in a partnership change).

REGISTRATIONS & LICENSES

What is the difference between “registering” and “licensing” a business?

Registering a business is a one-time requirement when a business first undertakes business activities. Licensing a business is the granting of the right to engage in a regulated business activity. License fees are renewable and are paid on an annual basis.

How do I know what registrations and licenses I need for my business?

The enclosed packet provides all the forms necessary to fulfill the basic registration requirements for taxes, unemployment insurance, and industrial insurance. Contact the Master License Service for information about other registration or licensing requirements you may have.

When I complete the application process, how will I know with whom I am registered and/or licensed?

If you do not need registrations or licenses that require regulatory agency approval, a Registrations and Licenses document will be mailed to you within one to two weeks after submission of the Master Application. This document indicates those licenses or registrations granted to you.

If I require regulatory agency approval, may I conduct business and when will the Registrations and Licenses document be issued?

If regulatory agency approval is required, you may not conduct the regulated business activities until the license is approved. Your Registrations and Licenses document will be issued following approval by the regulatory agency.

Does completion of the Master Application register my business as a corporation, limited partnership or limited liability company?

No. If you are registering any of the above entity types, you must file additional documents with the Corporations Division of the Office of the Secretary of State.

TAX OBLIGATIONS

Department of Revenue

Do I need to register with the Department of Revenue?

You must register with the Department of Revenue if you operate a business that produces or sells a product, provides a

service, or includes any activity on which a tax is imposed by this state. By completing the Master Application, you have met your registration requirement with the Department of Revenue.

How do I report my taxes?

The Department of Revenue will provide you with a packet explaining how to report your taxes. The packet will also include your assigned reporting frequency. You will receive a reporting form by the 10th of the month following your reporting period (e.g. quarterly returns should be received by January 10, April 10, July 10 and October 10). Call the department immediately if you do not receive your reporting form to avoid any penalties.

Many reporting forms are returned to the department due to incorrect or incomplete address information. Please verify your address on any mail you receive from the department. If you move or receive an address change notice from the U.S. Post Office, please notify the department immediately.

Do I have any retail sales tax obligations?

Yes. Generally, you must pay retail sales tax (or use tax if goods are purchased out of state) on all purchases, including purchases or leases of fixtures and equipment. The seller of the retail goods or services is responsible for collecting and remitting the tax.

Are there any purchases not subject to retail sales tax?

Purchases by businesses are not subject to retail sales tax when the article purchased is:

- to be resold in the normal course of business, or
- to be incorporated into a new product being produced for sale, or
- a chemical used to process a product which will be sold.

Sales tax is due on all supplies, equipment, etc. used by the business. All purchases intended for personal use are subject to retail sales tax.

How do I receive the retail sales tax exemption?

To receive the retail sales tax exemption, you must give the seller a Resale Certificate. The Department of Revenue does not provide Resale Certificates. The forms are available in most stationery stores or you may produce your own. If you wish to produce your own, contact the Department of Revenue for a copy of the rule containing sample Resale Certificates. Use of the Resale Certificate for any reason other than the three listed above is fraud and is subject to penalties.

If you need assistance through the Telecommunications Device for the Deaf, call TDD (360) 586-2788. To request this document in an alternate format for the visually impaired, call (360) 664-1400.

UNEMPLOYMENT INSURANCE COVERAGE

Employment Security Department

Does completion of the Master Application ensure an unemployment insurance account for my business?

By completing the employment portion of the Master Application, you have met the requirement of notifying the Employment Security Department that you have hired or will hire employees possibly subject to unemployment insurance coverage. Your Master Application will be reviewed by the Employment Security Department and, if you are liable to provide unemployment insurance coverage, an account will be established for your business. Additional information and forms will then be sent to you directly from the Employment Security Department.

How often do I report and when are the reports due?

You must report to the Employment Security Department on a quarterly basis ending in March, June, September, and December. The tax reports and payment must be returned by the last day of the month following the end of the quarter. Even if you had no employment during a quarter, you must file the report on time.

How do I get the unemployment tax reports and how do I fill them out?

The tax reports will be mailed to all registered employers just before the end of each quarter. Instructions are on the back of the form.

How is my unemployment tax determined?

Under the current experience rating system, employers are taxed in accordance with the degree to which their former employees draw unemployment insurance benefits. Employers with the most favorable experience are assigned the lowest rate, and those with the least favorable are assigned the highest rate. If you do not have sufficient experience, your rate is determined by using the average tax rate of the industry.

INDUSTRIAL INSURANCE COVERAGE

Department of Labor & Industries

Does completion of the Master Application mean that my employees are covered by industrial insurance?

Yes. By completing the employment portion of the Master Application, you will receive temporary insurance coverage for eligible employees within your business should an occupational injury or illness occur. This temporary insurance will be replaced by a Certificate of Coverage from the Department of Labor & Industries.

You cannot engage in construction or electrical work requiring special registration until you have secured the proper registration certificate.

What is the cost of industrial insurance?

This depends on the nature of your business, the number of employees, and the number of hours worked. Classifications are assigned, and each classification carries a rate that is appropriate for its potential for losses. After your Master

Application is reviewed, you will receive notification of your rate as well as other information from the Department of Labor & Industries.

How is industrial insurance paid?

Quarterly. A preprinted Report of Payroll will be mailed near the end of March, June, September, and December. You will use this form to report the number of hours your employees worked during the preceding quarter. This report must be returned to the Department with the premium before the end of January, April, July, and October, even if you have no employment hours to report for the quarter.

HIRING EMPLOYEES

When may I start hiring employees and is any assistance available?

You may start hiring employees as follows:

- All businesses may hire employees age 18 or over upon receipt of the completed Master Application at any UBI affiliated agency.
- Agricultural businesses may also hire minors (under age 18) upon receipt of the completed Master Application at any UBI affiliated agency.
- Non-agricultural businesses cannot hire minors until they receive a Registrations and Licenses document listing the Minor Work Permit.

For assistance in hiring qualified workers contact your local Employment Security Department's Job Service Center.

FOR ADDITIONAL INFORMATION

Master License Service, Department of Licensing

(360) 664-1400

Information regarding forms or local, state and federal requirements

Corporations Division, Office of the Secretary of State

(360) 753-7120

Information regarding registering as a corporation, limited partnership or limited liability company

Business Assistance Center (BAC)

1-800-237-1233

Referral services for businesses desiring government assistance; provides a publication entitled *Guide for Small Business* that summarizes BAC services as well as the services of other state agencies